

Report for Week Ending 9 April 1958
from [REDACTED]

25X1A9a

1. Contributions (Intangible)

- a. Evaluated Employee 58-145 on prepunched stationery, and recommended referring it to General Services Administration.
- b. Based on a discussion with [REDACTED], revised the second article 25X1A9a for the Support Bulletin series on records management, to make it more applicable to the field.
- c. Prepared a revised organizational chart and functional statements on the RMS for use in orientations and briefings.

2. Projects - Active

25X1A9a

- a. Graphics Register Film Index - Discussed with Col. [REDACTED] Deputy Chief/GR, a determination by the Office of Security that it was impractical to modify specialized card files for storage of classified materials. Col. [REDACTED] will look into securing the film index file room. 25X1A9a
- b. Employee Suggestion 58-155 - Completed fact finding on this suggestion on developing a handbook for field clerical and secretarial personnel.
- c. Employee Suggestion 58-400 - Discussed with Mr. [REDACTED] Physical Security Division, the possibility of revising Form 108, Security Check Sheet, to permit its use for four months rather than two. Mr. [REDACTED] concurred in the proposal together with one for discontinuing the forwarding of completed check sheets to the Office of Security. 25X1A9a

3. News

- a. Three people from RMS attended the last O&M Luncheon Group Conference on executive development.
- b. Mr. [REDACTED] (JOT) was briefed on the current status of the Records Management Program. Arrangements were made for him to take the RI tour. 25X1A9a
- c. Discussed with Mr. [REDACTED] secretary for the CIA Publications Board, requirements for clearing our types of promotional material through the Board. He will review samples of our publications and give us an opinion.

25X1A9a